

SECRET

Approved For Release 2005/11/21 : CIA-RDP70-00211R000800340019-5

File: Rec. Mgt 6
DD/P

[Redacted]

29 April 1958

25X1

MEMORANDUM FOR: Records Management Staff

SUBJECT: Machine Sorting of Cards Held in the DD/P Vital Materials

1. At the direction of the Clandestine Services Records Committee, this office is now regularly depositing a deck of machine cards into the DD/P Vital Materials holdings. This deck is actually being held at the Records Center because of obvious space limitations in the DD/P Vital Materials vaulted area. Current rate of accession of these cards is 25,000 per month or 150,000 semi-annually. At the present time no great increase is expected in this rate of accession.

2. These cards have not been sorted but require sorting alphabetically down to the first five positions, at least once every six months, machine time approximately 60 hours. This sorting requirement will arise every six months and an additional new 150,000 card deck, with its 60 hours of machine time, will need sorting and integrating into the previous sorted deck. It is our understanding that these two decks cannot be collated mechanically because of the nature of the card. Reproducing ink on the back of each would smear and the usefulness of the card for DD/P purposes would be destroyed.

3. The Clandestine Services Records Committee has recommended that equipment at [Redacted] be utilized. Please advise this office if this machine time can be made available by the [Redacted] machine section for this project.

[Redacted]

25X1

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

Chief, RI

NO.

25X1

DATE

29 April 1958

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Records Management Staff 567-1717 H St.

RECEIVED

FORWARDED

gms

Ray:

2. O&M DD/P Area Attn:

5/1 5/1

5/2 5/8

1. In accordance with our telephone conversation today, can you find out the following information:

3. Records Mgmt Staff 567-1717 H St.

a. Present volume in Records Center. *125,000 as of 1 May*

b. Eventual Size of File.

c. Will DD/P want to furnish operator for machines. *Yes*

d. Will DD/P sort cards before sending them to in future. *No*

e. Is sequence of the present accumulation at alphabetic. *No*

4.

indefinite

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

2. I will withhold reply to this memorandum until I hear from you.

25X1

1a - 125,000
b - Will continue to grow until a new method of copying & recording index card is developed. This is under study.
c - yes.
d - No.
e - No.

With respect to Malone. This is a temporary measure until the new machine is brought in about 1961.

Ray